

## COMMISSION POLICY

## POLICY #2.9

**SUBJECT:** Official and Employee County Owned Car Policy

**DATE ADOPTED**  
**TBD**

**AGENDA ITEM**  
**TBD**

**OBSOLETE VERSIONS** (Can be found in the Inactive Policy Book.)

**DATE ADOPTED**

**PAGE (BCC MINUTES)**

September 17, 1985

Book 6, pg. 93

February 19, 2008

Page 26

March 17, 2009

Page 11

December 18, 2012

EA4

*NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.*

### **POLICY STATEMENT**

This policy defines the County Vehicle policy. Baldwin County owned or leased vehicles and equipment are provided to support the business activities and official purposes of the County and are to be used only by qualified and authorized employees or elected officials. Use of vehicles is not considered part of an employee's compensation and must not be used as an inducement for employment. Vehicles and equipment are to be operated in strict compliance with motor vehicle laws and within the policies of the County. Failure to comply with or meet and maintain the qualifications and standards of any part of this policy may result in disciplinary action, up to and including termination of employment.

~~Individuals who are issued a County car shall not use the assigned vehicle for personal use. The assigned vehicle may only be used by the employee to whom it was issued for official County business. The only exception to this rule is commuting to and from one's residence to one's workstation. All employees who are issued a county car, (emergency, maintenance, administrator, and field personnel who are on 24 hour call) must commute in their assigned vehicle to ensure adequate transportation in case of an emergency. Violation of the above limitations will constitute a retraction of the authorization of use.~~ Personnel issued a County vehicle may not choose to use their personal vehicle for County business and request mileage.

The Baldwin County Commission has the authority to assign and designate the use of a County vehicle to an employee or elected official for the purpose of conducting official County business. In the interest of economy and efficiency of government, and at the discretion of the Baldwin County Commission, vehicles may be driven to and from the employee or elected official's residence. The following rules and regulations will apply to employees who are allowed to drive assigned vehicles home.

1. The use of any tobacco products or devices (cigarettes, electronic cigarettes (e-cigarettes), vaping devices, cigars, and/or any other smoking product or device) is prohibited in all vehicles.
2. Under no circumstance may an employee type, text, access social media, or view information on a cell phone or another electronic device while operating County vehicles or equipment.
3. County vehicles may be operated only by employees or elected officials on County business.
4. Seatbelts must be used in all vehicles so equipped.
5. County vehicles shall not be used to transport persons other than County employees or elected officials, except in connection with the execution of official duties for the County.
6. County vehicles may not be used to transport family members. Except when attending official County business.
7. County employees who may be required to perform duties before or after normal working hours may be authorized to drive a vehicle home on those nights when the employee is performing such duties.
8. County vehicles are not to be taken out of the County except on official County business. Employees or elected officials who live outside the County will not be allowed to drive a vehicle to his or her residence unless authorized in writing by their department head.
9. Employees and elected officials are required to ensure that vehicles and equipment are maintained and serviced at scheduled intervals.
10. Employees must notify their Department Head if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair.
11. County vehicles are to have no decals, bumper stickers, or markings of any kind other than an approved County emblem.
12. County vehicles are not to be used for personal errands. Employees or elected officials may stop to purchase meals or other necessities for health, welfare, or sustenance if those stops are along a point-to-point route and are without interference with official business. Employees or elected officials may not stop to purchase alcoholic beverages or transport alcoholic beverages in a County vehicle.
13. Any accident must be reported immediately to the employee's supervisor, or in the case of a Department Head to the County Administrator.
14. An employee must immediately report for a drug and/or alcohol screening when an accident results in any injury or any damage to any property. An employee may wait to be screened the next business day following accidents that occur after hours that result in property damage only. The employee's direct supervisor themselves bears the burden of ensuring the screening is completed. Failure to complete the drug and/or alcohol screening process will result in disciplinary action, up to and including

termination for both the employee and supervisor.

Employees or elected officials operating a County vehicle or equipment must have a valid driver's license for the class of the vehicle. Obtaining the proper license is a personal expense. An employee will not qualify to operate a County vehicle if during the last three years the employee had any of the following:

1. Conviction of a felony
2. Conviction of an alcohol or drug related offense while driving
3. Conviction of reckless driving, leaving the scene of an accident, vehicular homicide, or other similar offenses
4. Suspension or revocation of driver's license
5. Three or more moving violations

An employee or elected official may not qualify to operate a County vehicle if during the last two years the employee has had an at fault accident. State Motor Vehicle Records (MVRs) will be used as the source for verifying a driver's history and qualifications for operating County vehicles.

~~Personnel who drive a County vehicle home and commute to and from work using a County vehicle shall be authorized by the County Commission.~~ The following personnel can be considered by the County Commission to be authorized to commute to and from work from their home using a county vehicle:

1. Department Directors
2. Supervisory personnel (if requested by their Director)
3. Other staff (if recommended by the County Administrator or a Department Director)

Personnel that are authorized expressly by this policy and need no additional authorization include;

1. Personnel designated as "on call" provided that they drive the vehicle home only on days in which they are "on call".
2. Personnel activated in times of emergency.
3. Personnel that utilize a county vehicle for their job during normal business hours, and their physical location at the conclusion of the business day is closer to their home than their personal vehicle, then in such instances and on an occasional basis only, the employee may drive the County vehicle home with prior approval of their supervisor.
4. Pool cars ~~assigned to B.C.C. Administration~~, may be driven home on an occasional basis with prior approval from ~~their department director~~ ~~County Administrator~~. In the case where the County Administrator needs to drive a pool car home, approval shall be provided by the Chairman.

Only personnel that meet the above requirements will be authorized to drive a vehicle home.

The County Commission, reserves the right to require a County employee to use a county vehicle, if, in their opinion, the use of the County vehicle would be less expensive for the County than the mileage charges for the employees personal vehicle.

### **PROCEDURAL REQUIREMENT**

In order to carry out this policy, the following steps must be taken:

1. A request to regularly drive a County vehicle home must be made to the County Commission as an agenda item in the Commission meeting.
  - a) Department Directors shall make the request for themselves or any supervisor in their department.
  - b) Individual staff member requests shall be made by the Department Director.
2. Should the Commission approve the request, the employee may begin to drive the vehicle to and from their home and his or her name shall be added to the approved list by the County Administrator. It is the responsibility of each Director to notify the County Administrator if an individual approved to drive a vehicle home, stops doing so, in order to update the Approved List.
3. The Commission will annually charge the employee for the taxable fringe benefit of commuting to and from home in a County vehicle.
4. Each December, the County Administrator shall present the current list of employees that drive County vehicles home, to the County Commission for review.